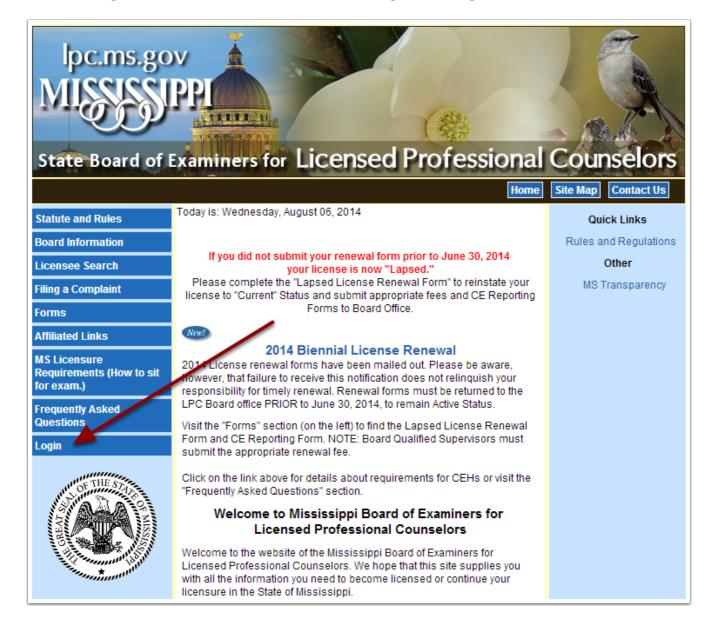
#### **LPC Profile Management - Login Step 1**

Web site URL <a href="http://www.lpc.ms.gov/">http://www.lpc.ms.gov/</a>

Click the Login button at the bottom of the menu to go to the login screen.



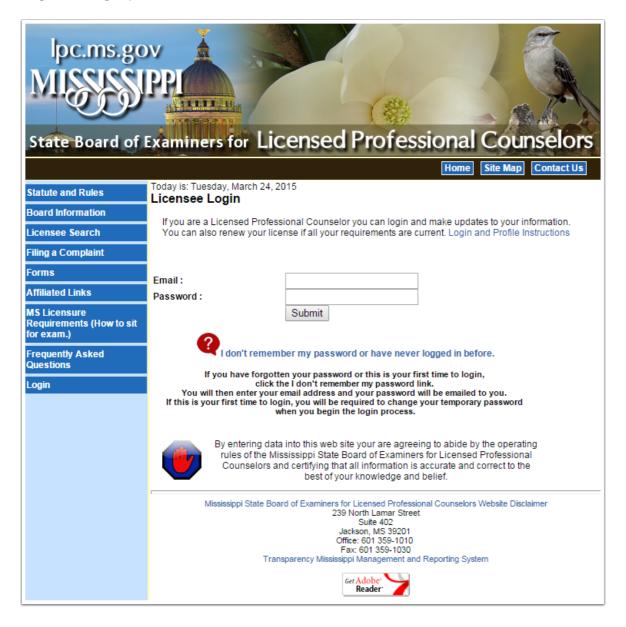
#### LPC Profile Management - Login Step 2

Enter your email address and password.

If you don't remember your password or this is your first time to login, click the I don't remember my password link.

You will then enter your email address and your password will be emailed to you.

If this is your first time to login, you will be required to change your temporary password when you begin the login process.



#### **LPC Profile Management - Profile Overview**

When you login, you will be taken to your profile. Your profile shows your information that is stored in the LPC system.

- There are certain fields that you can use to update your information. (example: Home and Business Address, Phone Numbers, Email, Password)
- If you have met all the requirements for online renewal, you can renew your license and pay your fees online.
- You are required to add your photo to your profile.

The following screens will show you how to use your profile.

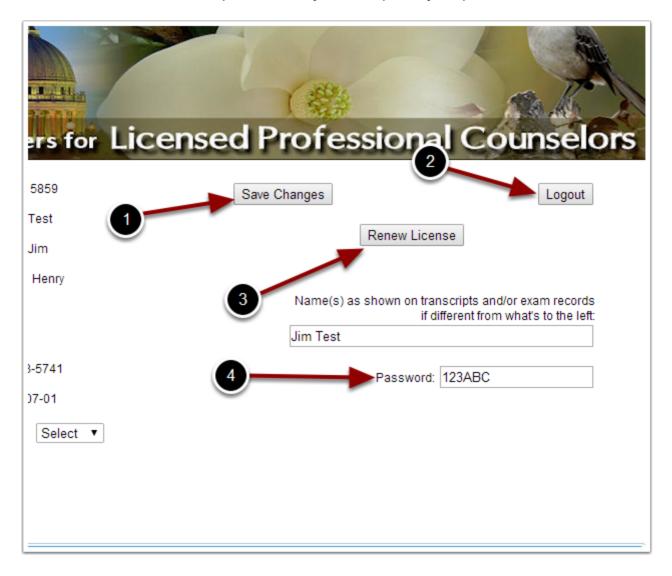


### LPC Profile Management - Profile Detail #1

In the upper right corner of your profile is the Save Changes, Logout and, if you've met all requirements, the Renew License buttons.

If you have not met all requirements for renewal, in place of the Renew License button will be a note stating what you still need to do.

In this area there is also the place where you can update your password.



#### LPC Profile Management - Profile - Add Photo

To add or update a photo to your profile, click the button below the photo and choose the photo image.

This image should be a passport style photo, about 200 px wide and no more than 500Kb (.5Mb) in size.

Photos larger than this will not be allow to upload.

Once you have selected the photo, click the Save Changes button and your photo will be uploaded and saved to your profile.



#### **LPC Profile Management - Profile - Tabs**

About the middle of the screen is a row of tabs that contain groups of information. When you click on one of these tabs you will see your information for that area.

The tabs Complaints and Payments are informational only.

The Online Payments tab alows you to pay certain fees online.

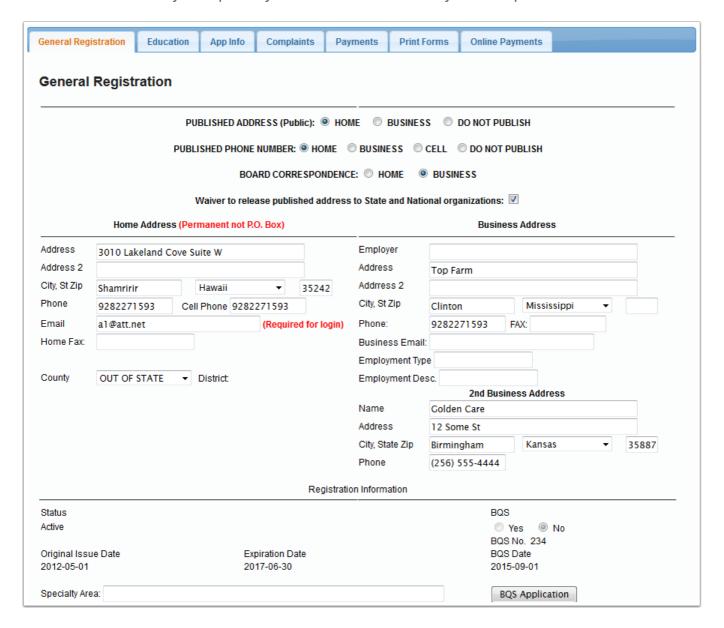


## LPC Profile Management - Profile - Tabs - General Registration - Top Section

The General Registration tab contains your home and business address, your phone numbers and email addresses. You can use this tab to update this information as it changes.

Below the contact section is shown your current license status, original issue date, current expiration date and BQS status. If any of this information needs to be updated, you must contact the LPC Board. If you are eligible to become a board qualified supervisor, below the BQS info will be the BQS Application button to complete the application online.

Below that section is your Specialty Area information which you can update.



# LPC Profile Management - Profile - Tabs - General Registration - Bottom Section

If you are a board qualified supervisor (BQS), the bottom of the General Registration tab will show those you have agreed to supervise.

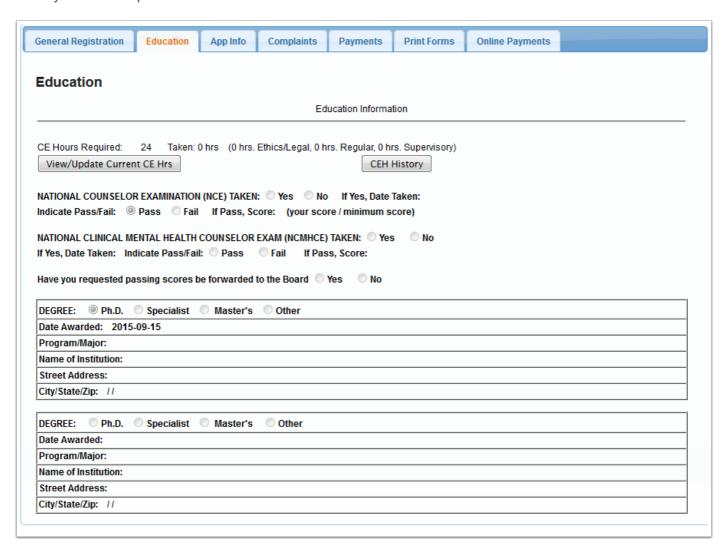
Bill Jones-test1 - From: 2015-02-28 To 2015-05-30  View/Update Agreement Form B - PDF	Prepare Weekly Supervision Reporting Log		
	Supervision Complete		
	Update Completed Hrs.		
Bill Jones-test - From: 1900-01-01 To 1900-01-01  View/Update Agreement Form B - PDF	Prepare Weekly Supervision Reporting Log		
view/opuate Agreement	Supervision Complete		
	Update Completed Hrs.		
Forest Tour - From: 2015-05-01 To 2015-05-31 (Supervision Completed on 12/5/2015) Form B - PDF	View Supervision Reporting Log		
	Update Completed Hrs.		
	Prepare Form B		
Bill Jones-test1 - From: 2015-03-01 To 2015-06-30	Concur Decline		
Bill Jones-test1 - From: 2014-12-25 To 2015-02-05	Concur Decline		

#### LPC Profile Management - Profile - Tabs - Education

On the Education tab, your education information entered through the online application process is displayed. You cannot update this information on this page. If changes need to be made, please contact the LPC Board. For Licensees prior to implementation of the online system, this information will not be included.

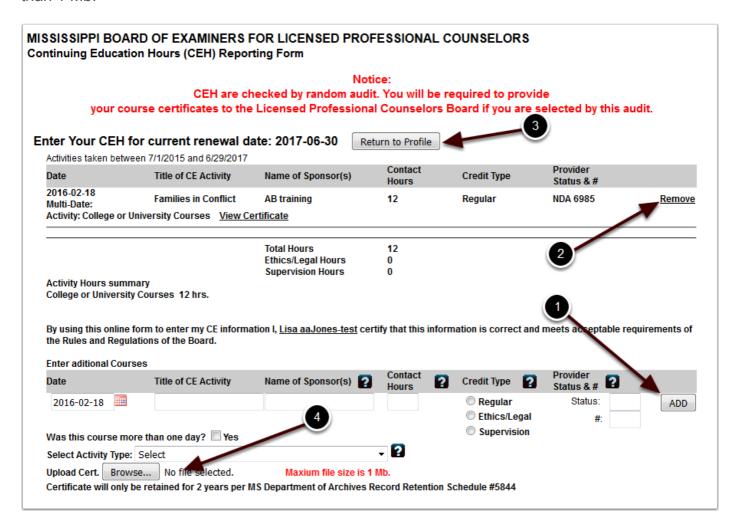
An important function on the tab is the reporting of your CEH. You may report your hours as you take activities or wait and report all hours at renewal time. To report hours, simply click the View/ Update Current CE Hrs button. This will show **only** your CEH activities that apply to the current renewal period. To see a history of activities taken for previous renewals, click the CEH History button.

Just above the View/Update button you can see the hours required to renew and a summary of what you have reported.



#### LPC Profile Management - Profile - Reporting CEH

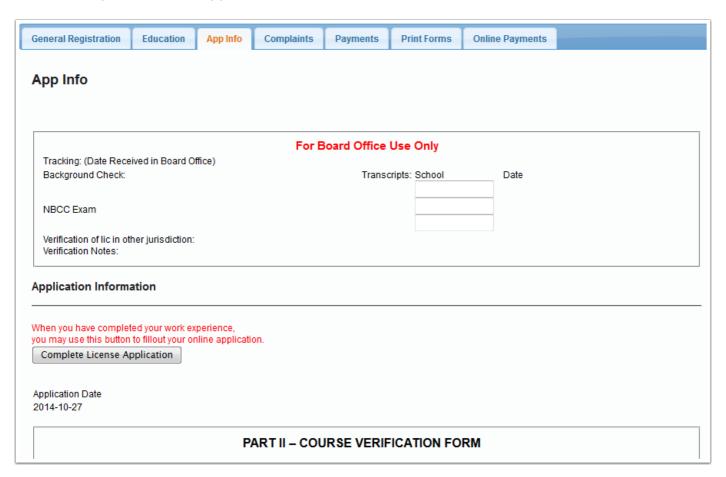
The activities that you have reported will display in the middle of the screen. At the bottom of the screen, you may enter new activities. Enter the information for the activity and click the ADD button. The activity will appear in the top list. If you make a mistake in entering an activity, click the word Remove to the right of the entry and then reenter the activity. When you have finished entering activities, click the Return to Profile button. You may also upload a copy of your certificate. The file for the certificate may be either a pdf, jpg, gif, or jpeg. The file size must be less than 1 Mb.



#### LPC Profile Management - Profile - Tabs - App Info

This tab will show the information that you entered if you used the online application process. If you are still in the process of becoming licensed, you can also see your Supervised Work Experience.

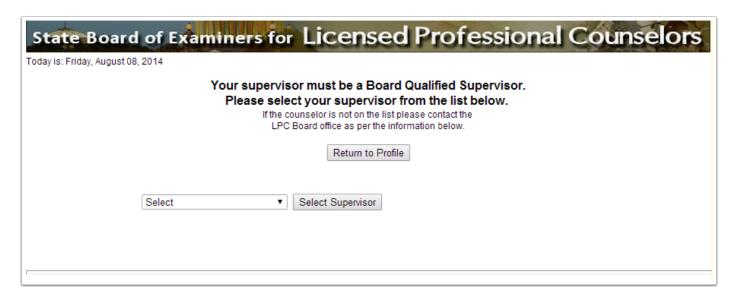
- 1. If you created your profile using the online Post-Graduate Supervisory Agreement form, you may report your supervisor and complete the Post-Graduate Supervisory Agreement by scrolling down to Part III and clicking the Complete Post-Graduate Supervisory Agreement button.
- 2. In Part III you may also see the current reporting that has been entered on your work experience by clicking the Supervised Work Experience Worksheet button.
- 3. Also if you created your profile using the online Post-Graduate Supervisory Agreement form, when it's time to complete the full application, you may do that by clicking the Complete License Application button.



# LPC Profile Management - Profile - Tabs - Post-Graduate Supervisor Agreement - Supervisee - Step 1

When you click the Post-Graduate Supervisory Agreement button on your profile to begin supervision with an LPC-S, you will be taken to the screen below. Here you will select the LPC-S that has agreed to be your supervisor. After you finish the next screen, this LPC-S will receive an email asking them to concur or deny the agreement.

The dropdown list will show all counselors that are Board qualified.



# LPC Profile Management - Profile - Tabs - Post-Graduate Supervisor Agreement - Supervisee - Step 2

Fill out the form below to complete your part of the agreement process.

You must check the box that says I affirm.

		N RELATED TO SUPERVISED EXPERI		
lame of organization or agency whe	re experience will be ga	nined (Complete separate form for each s	etting):	
Address of organization or agency:			Mississippi	•
	Address	City	State	Zip
	Following table (	contains the ANTICIPATED dates and	d hours.	
Start Date:		End Date:		
Total Hours Per Week:		Direct Contact Hours	Per Week:	
Individual Supervision Per Week:		Group Supervision Pe	er Week:	
		SUPERVISEE AFFIRMATION		
That I have read the Board Rule accordance with the Board Rule That I will meet with my supervionable of the That I will abide by all rules of the That I understand that I am praindependent practice of counse That I will notify the Board if this That it is my responsibility to kr	es & Regulations related es & Regulations. sor at least one hour pe he Board, including ACA cticing under the license elling. s supervisory arrangeme now whether or not my su	of a Mississippi Board Qualified Sup	Il supervised experience will documented supervised expervisor, and I do not have au isor.	be completed in erience.

# LPC Profile Management - Profile - Tabs - General Registration - Supervisor

An LPC-S will see a list of those that they are supervising and those who have requested them as a supervisor.

- 1. Once concurred, you will be able to fillout the Supervisor Reporting Log online.
- 2. When you have completed the supervision with a supervisee, you click the End Supervision button to remove that person from your profile and to prepare Form B Post-Master's Supervision Verification form. You must verify and post the Completed hours before preparing the Form B by clicking the Update Completed Hrs button.
- 3. When a person fills out the Post-Graduate Agreement online, their information will show for you to either concur or decline. If you click concur you will be taken to the Supervisor Affirmation page to check the affirmation box.

Bill Jones-test1 - From: 2015-02-28 To 2015-05-30  View/Update Agreement Form B - PDF	Prepare Weekly Supervision Reporting Log Supervision Complete Update Completed Hrs.
Bill Jones-test - From: 1900-01-01 To 1900-01-01  View/Update Agreement  Form B - PDF	Prepare Weekly Supervision Reporting Log Supervision Complete Update Completed Hrs.
Forest Tour - From: 2015-05-01 To 2015-05-31 (Supervision Completed on 12/5/2015) Form B - PDF	View Supervision Reporting Log Update Completed Hrs. Prepare Form B
Bill Jones-test1 - From: 2015-03-01 To 2015-06-30	Concur Decline
Bill Jones-test1 - From: 2014-12-25 To 2015-02-05	Concur Decline

### LPC Profile Management - Profile - Supervision Reporting Log

#### REPORTING SUPERVISION LOG**Direct and Indirect Services** Supervisor: Lisa Jones aaJones-test Supervisee: Bill Jones-test1 Place of Employment/Internship: Home grown Ideas Direct Clinical Hours include: Face to Face With Client (individual, family, couple, and group counseling) Indirect hours are entered in Other Services. Report in Hours e.g. 1, 2, 3.75, etc Enter weeks in chronological order with earliest date first. Direct Services/Face to Face Counseling Supervision Total hours Indrect Enter the date of Group (of supervised the first day of Services/ Individual Supervision clinical practice Couples/ Testing/ Other the week Indvidual Group Supervision Hours Hours not more than Family Assess (Sunday or Monday) Services (with Supervisor) (with 40/week) Supervisor) 0 0 0 0 0 0 0 Return to Profile Add Reports from Previous Weeks Direct Services/Face to Face Counseling Supervision **Total hours** Indrect Group Date of the first (of supervised Services/ Individual Supervision day of the week Testing/ clinical practice Couples Other Indvidual Group **Supervision Hours** (Sunday or Monday) Hours not more than 40/week) Family Assess Services (with Supervisor) (with Supervisor) 2015-07-27 0 0 7 0 7 0 21 Delete Edit Approve 2015-07-20 0 0 0 <u>Edit</u> 2015-07-06 3 0 0 0 3 0 2 8 Edit 2015-05-10 6 6 0 6 0 0 0 18 Edit 2015-02-01 0 0 2 0 2 2 0 6 <u>Edit</u> 2014-07-28 0 9 0 0 9 0 9 27 <u>Edit</u> 5 2014-06-01 0 5 5 0 0 0 15 <u>Edit</u> 2014-02-01 9 9 0 9 27 0 0 0 <u>Edit</u> Total 18 20 23 16 113 14 2 20 Hours

#### LPC Profile Management - Profile - Supervisor Affirmation

oday is: Friday, August 08, 2014 Jim Henry Test has indicated that you have agreed to be their supervisor until their training is completed. They have entered an anticipated start date of 2014-09-01 and an anticipated complete date of 2015-08-31 If you concur you must check the I affirm box and then click the Yes button below. SUPERVISOR AFFIRMATION 🔲 I, as the Mississippi Board Qualified Supervisor of the above named supervisee, affirm that all information provided by me on my profile is true and accurate, and I affirm the following: . That all supervised experience will be completed in accordance with Board Rule 4.3(A) of the Rules and Regulations related to supervised experience and all subsequent Board rules. . That I will provide supervision to the above named supervisee at least one hour for each 25 hours or standard work-week of documented experience That I understand the full professional responsibility for services provided by the supervisee shall rest with the supervisor. That I understand that the supervisee cannot engage in the independent practice of counseling until he or she obtains a professional license. That I understand the supervisory arrangement is only valid while my license remains current. That I will notify the Board if the supervisory arrangement is terminated. · That I will keep my supervisor status current and that it is my responsibility to inform the supervisee should my supervisor status Decline Later If you click Yes, the LPC Board will receive an email notifying them that you concur with this request.

#### LPC Profile Management - Profile - Tabs - Print Forms

If you have applied online, this tabs provides Forms A - E with your information prepopulated.

